

SEMI-PUBLIC WALDO: HOW TO ADD A UNIT



Department of Health and Family Services
Division of Public Health
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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintFacility?COMMAND=gov.wi.state.hfs.waldo.command.MaintFacility&id=109561&submit=view

Facility View

View details and list of registered units for the selected facility.

Option 1. Select a unit from the list to view its registry details.
Option 2. Click the Back button to return to Facility Search
Option 3. Click the Add button to add a registered unit for this facility.

Facility Id	109561
Facility Name	TEST RESIDENCE
Facility Type	Lead Registry
Number Of Units	1
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	53702-0033
Occupancy Type	Owner Occupied
Owner	UNKNOWN PROPERTY OWNER
Contact Person	
Contact Information	

TEST RESIDENCE Units

Unit Id	Unit Number	Common Area Description	Street Address	City
109356	ALL UNITS	Entire Property	1 W WILSON ST	MADISON

<< Back Add Unit

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1. After selecting the correct facility, click on "Add Unit" if you want a specific unit of the facility that is not already listed.

(Note: "All Units" is the default that applies to the entire facility and associated structures.)

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintPropertyUnit

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• [Search Facility](#) **Unit Add**

Enter information in the following fields to add a unit to the registry. Then, click the Preview button.

* indicate required fields.

Unit Number Apartment Number, Suite Number	4 *
Common Area Description Floor, stairs or Other.	All interior and exterior areas associated with the unit, including stairways, porches, laundry and parking facility, but excluding locked furnace room.
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	537020033

Preview

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Done

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2. Enter information that allows a court to identify the unit and common if covered by a certificate.

Unit Number - If the unit does not have a number or letter assigned to it, describe it such as by Upper, Lower, Front, Back.

Common Area Description - Description must clearly describe associated structures and shared areas. The facility exterior is always associated with the unit.


3. Click on "Preview".

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Unit Preview

Review the following unit information. If accurate, click the Save button. Or, click the Back button to make additional changes.

Unit Number	4
Common Area Description	All interior and exterior areas associated with the unit, including stairways, porches, laundry and parking facility, but excluding locked furnace room.
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	537020033

<< Back Save & Add

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STOP

Print before saving

4. When the unit description is complete and correct, print this screen and click on "Save & Add".

Done

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintPropertyUnit Go

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▪ [Search Facility](#) [Unit Add](#)

Enter information in the following fields to add a unit to the registry. Then, click the Preview button.

* indicate required fields

The following information is required:

- Unit Number already exists

Unit Number
Apartment Number, Suite Number

Common Area Description
Floor, stairs or Other.

Street Address 1 W WILSON ST

City MADISON

State Wisconsin

Zip 537020033

Preview

Done Local intranet

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If you receive this message, it means that this unit was previously added to the Facility by DHFS staff, even though you cannot see the unit. Call (608) 261-6876 between 8:00 a.m. and 4:30 p.m. week days for assistance.

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintPropertyUnit Go

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5. After you save the unit, you will be returned to the Unit Add screen.

To continue working with the unit, click on "Search Facility" and follow instructions for finding the facility and unit.

[Search Facility](#) **Unit Add**

Enter information in the following fields to add a unit to the registry. Then, click the Preview button.

* indicate required fields.

Unit Number Apartment Number, Suite Number	<input type="text"/>
Common Area Description Floor, stairs or Other.	<input type="text"/>
Street Address	1 W WILSON ST
City	MADISON
State	Wisconsin
Zip	537020033

STOP

Do not click on "Preview" again.

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